

**Saxmundham Town Council** ,

**Minutes of the Staffing Sub-Committee Meeting 26 July 2021 at 1pm**

**In the Saxmundham Market Hall**

**Committee Members:**

Councillor Di Eastman (Chair), Councillor John Findlay, Councillor John Fisher

**Also Present**: Rosalind Barnett (Town Clerk)

**Public Forum**

There were no members of the public present.

Please note all documents related to these minutes can be found in the committee pack <http://www.saxmundham.org/council/template1-3/>

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| **1/21SSC** | **Apologies for Absence -** The Clerk reported that no apologies were received. |
| **2/21SSC** | **Declarations of Interest:** There were no declarations of interest. |
| **3/21SSC** | **Staff Management Appraisal Scheme**  The Committee discussed the Appraisal Scheme and confirmed that the proposed scheme was compatible with the terms of reference of the Staffing Sub- Committee. It was noted that for clarity the terms of reference should read ‘up to’ 4 voting members of the Town Council. It was agreed that the appraisal form should be amended to use the term appraiser rather than manager.  **RESOLVED: That the Sub-Committee recommend the Appraisal Scheme to the Resources Committee for approval.** |
| **4/21SSC** | **Succession Planning**  The Clerk suggested some ideas for the future staffing of the Town Council that would increase the financial management capacity of the organisation. The Committee were receptive to the idea of the creation of another part-time post to complete some of the financial tasks, especially if it could be created within the current staffing budget. The Clerk explained that this could be considered next year once the Environment Co-ordinator post and the Town Centre Co-ordinator posts are established.  **RESOLVED: That the Clerk develop some costed proposals that could be considered by the Town Council later in the year.** |
| **5/21SSC** | **RESOLVED that Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted** |
| **6/21SSC** | **Probation and Appraisal of the Town Clerk**  The Chair of the Staffing Sub-committee gave a report on the appraisal process and the Clerk’s probation period. The Committee asked the Clerk for her views of the last 8 months. The Clerk was then asked to leave the meeting while the report was discussed.  **Resolved: The Staffing Sub-committee agreed to recommend to the Resources Committee that the Clerk’s probation period is completed and her appointment as the Town Clerk for Saxmundham Town Council is confirmed.** |

Meeting finished 1.55pm

**Roz Barnett Clerk/RFO**